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S-E-C-R-E-T

OTR

OFFICE OF TRAINING REGULATION NO. 25-8 20 September 1955

SUBJECT: OTR Training Materials Registry

REFERENCE: OTR Regulation No. 43-3, dated 2 June 1955, Vital Materials Program

1. GENERAL

This regulation establishes a Training Materials Registry for all training materials produced or used in the Office of Training or other Agency components. These materials are progressively developed, produced, and utilized in the interest of supporting Agency training activities. The Registry will be complete in historical and current aspects of headquarters and field training programs.

a. Training Materials include:

Lesson plans; lectures; charts, maps, films, slides, and other training aids; doctrinal studies; manuals; monographs; case studies; debriefings reference papers; programs of instruction; and course catalog listings.

b. The Registry will include:

(1) A centralized depository, containing copies of all training materials.

(2) A cross-reference system, facilitating identification of all information on a given subject.

c. The registry will provide:

(1) The basic and continuing records necessary for Office of Training analyses of such matters as changes and modifications in doctrine and course development.

(2) A centralization of documents for reproduction under provisions of the Vital Materials Program (see reference).

(3) A source of Materials for exploitation by instructional and other personnel.

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(4) A central receipt and file point for training materials originated and used by all Agency components at headquarters and overseas.

(5) A depository of materials to service requests directed to OTR by other components of the Agency.

2. RESPONSIBILITIES

a. Chief, ISB, Support Staff, will establish and maintain the Training Materials Registry. On request, he will assist all originators in the preparation of their lesson plans and other training materials. Periodically, he will consult with the Area Records Officer concerning Registry materials (see reference).

b. Chiefs of Schools and Staffs will determine schedules for periodic review and submission to the Registry of lesson plans and copies of other training items.

c. Each instructor will prepare a lesson plan for each lesson for which he is responsible. A lesson plan is prepared by an instructor to guide him during the conduct of his lesson. It includes an outline of the method of instruction used, lists the materials and equipment needed and other administrative details. Lecture outlines, student assignment sheets, copies or pictures of training aids, bibliographies and other handout materials are attached to the lesson plan.

d. Chief instructors will submit a resume of each lesson presented by a guest teacher or lecturer, if an outline or transcription of the lesson is not available.

e. Lesson plan materials or resumes incorporating TOP SECRET information should not be filed in the Registry. A Registry Lesson Plan cover sheet indicating the existence of the lesson should be filed, however.

f. Each OTR originator of a training item, other than a lesson plan, which is modified, developed, or procured for use in the Office of Training will submit a copy to the Registry.

g. Lesson plans or other training materials produced by field training activities or other components of the Agency, when acquired by OTR personnel, will be forwarded to the C/ISB for incorporation in the Registry.

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3. PROCEDURES

a. Each instructor will prepare and forward one copy of a lesson plan through established School channels (see Attachment 1--Registry Lesson Plan Cover Sheet) to the Chief, ISB, Support Staff.

b. Each originator of a training item, other than a lesson plan, will forward one copy of the item through established School or Staff channels (see Attachment 2--Registry Item Cover Sheet) to the Chief, ISB, Support Staff.

c. Chief, ISB, Support Staff, will receive, process, cross-reference, and file all training materials. He will inventroy the Registry periodically and will prepare and forward to Chiefs of Schools current specification lists of items filed in the Registry. In addition, he will arrange for reproduction of materials in quantities to meet requirements of use withing OTR and for release to other Agency components and field training activities.

d. Chief, ISB, Support Staff, will include in the ISB Monthly Summary Report a statistical summary of all Registry materials:

(1) Received from Chiefs of Schools and Staffs

(2) Received from field training activities

(3) Received from other Agency components

(4) Released to other Agency components.

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MATTHEW BAIRD
Director of Training

Attachments:
1 - Registry Lesson Cover Sheet
2 - Registry Item Cover Sheet

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Distribution: OTR Manual Holders
OTR Instructors

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Date of origination of material

ATTACHMENT 1

REGISTRY LESSON PLAN COVER SHEET
(Submit as cover sheet with attachments)

LESSON: (Number if Appropriate) _____ (Title) _____

COURSE: _____ (Title) _____

SCHOOL: _____ (Name) _____

ORIGINATED BY: _____ (Name) _____

REVIEWED BY: _____ (Name or Names) _____

APPROVED BY: _____ (Name) _____ (Chief, School)

OBJECTIVE OF LESSON:

COMMENTS BY INSTRUCTOR: (Suggestions on conduct and content)

TIME REQUIRED: _____

TRAINING ASSISTANCE REQUIRED: (List need for vehicles, personnel, etc.)

TRAINING AIDS REQUIRED: (List need for charts, films, handouts, etc.)

SOURCES OF LESSON CONTENT: (List sources)

ATTACHMENT: (List the copies and samples of outlines, verbatim texts, handout materials, training aids, etc., which comprise this lesson plan and are attached hereto)

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ATTACHMENT 2

REGISTRY ITEM COVER SHEET
(Submit as cover sheet with attachments)

ITEM: _____ (Title)

COURSE: _____ (Title)

SCHOOL: _____ (Name)

ORIGINATED BY: _____ (Name)

REVIEWED BY: _____ (Name or Names)

APPROVED BY: _____ (Name) _____ (Chief, School or Staff)

OBJECTIVE OF ITEM:

COMMENTS CONCERNING ITEM: (Suggestions on Content and Use)

SOURCES OF ITEM CONTENT: (List sources)

ATTACHMENTS: (List the attachments hereto)

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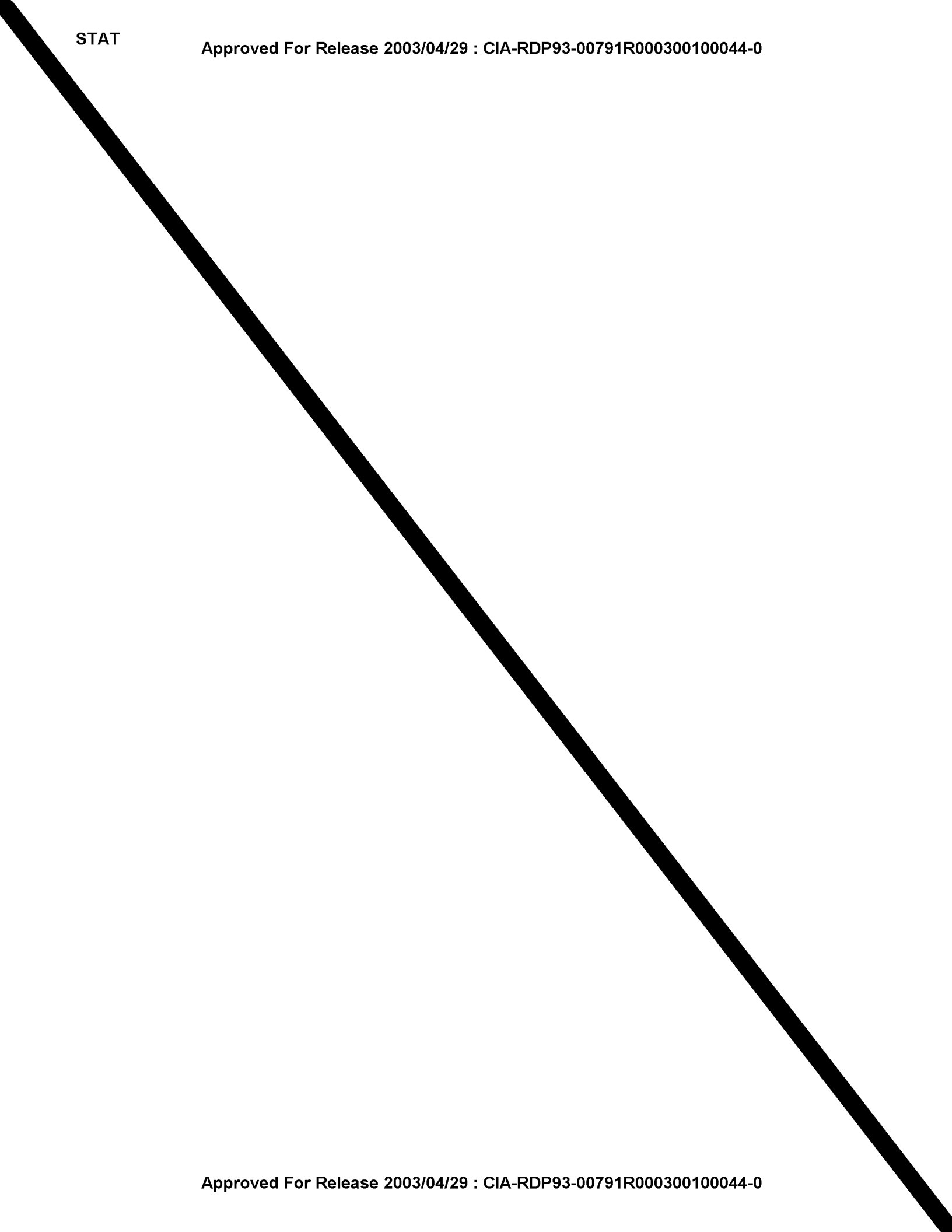

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